Separation Action - Change Leaving Date

PA30

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
1/23/07	Lesa Terry	Initial Draft
1/25/07	Chylynn Hansel	SME Edits
1/29/2007	Janet Pasion	Updated with edits.

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Reference Number:

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Purpose

Use this procedure to change the leaving date of an employee who had the incorrect separation date entered when leaving state service **AND** payroll has not ran for the period of the original separation date.

Trigger

Perform this procedure when an incorrect separation date was entered during the Separation Action and payroll has not run for the period of the original separation date.

Prerequisites

- Incorrect separation date entered during the separation action.
- Payroll has not run for the period of the original separation date.

Menu Path

Use the following menu path(s) to begin this transaction:

- Human Resources → Personnel Management → Administration → HR Master Data → Maintain.

Transaction Code

PA30

Date	Procedure Update Log
01/23/2007	Created

Helpful Hints

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error	**Example**: Make an entry in all required fields. **Action**: Fix the problem(s) and then click (Enter) to proceed.
Warning	**Example**: Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. **Action**: If an action is required, perform the action. Otherwise, click (Enter) to proceed.
Confirmation or	**Example**: Save your entries. **Action**: Perform the required action to proceed.

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Procedure

1. Start the transaction using the menu path above or transaction code **PA30**.

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2. Complete the following fields:

Field Name	R/O/C	Description
Personnel no.	R	The employee unique identifying number **Example:** 20000323

3. Click ![Enter icon] (Enter) to validate the information.

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4.   Select **Utilities➔ Change entry/leaving date**.

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5. Complete the following fields:

Field Name	R/O/C	Description
Start	R	Enter the corrected first date that the employee is no longer employed. **Example:** 10/12/2006

6. Click ✅ (Enter) to validate the information.

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Change Actions

⚠️ A warning message will appear in the status bar alerting you that the dates have changed for this record.

7. Click ✅ (Enter) to validate the information.

8. Click 💾 (Save) to save.

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Change leaving date

9.   Click the gray box to the left of

| 0001 | Organizational Assignm… | | 08/02/2006 | 10/01/2006 | 08/02/2006 | 10/11/2006 | ▲ |

to deselect the organizational assignment.

❌   You want to make sure that Organizational Assignment is deselected. If the record is moved it will change the employee's Organizational Assignment Infotype (0001) history and change the employee's position history to 99999999.

10.   Click the gray box to the left of

| 0041 | Date Specifications | | 08/02/2006 | 10/01/2006 | 08/02/2006 | 10/11/2006 | ▼ |

to select Date Specifications.

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11. Click the gray box to the left of

| | 0416 | Time Quota Compensati… | 9003 | 10/01/2006 | 10/01/2006 | 10/11/2006 | 10/11/2006 | |

to deselect the Time Quota Compensation.

There may be other infotype records that show depending on the date you used to delimit during the separation action. If there are do not select them. Use **PA30** to change the end date.
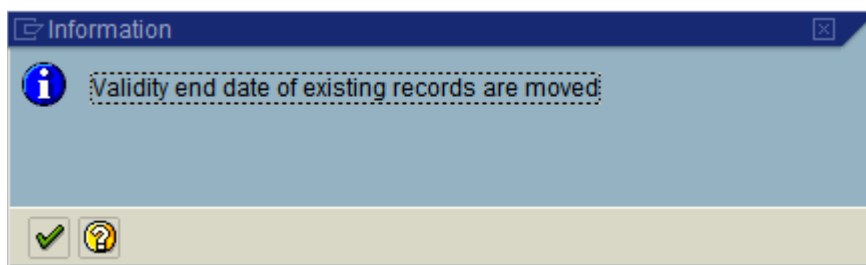
12. Click ✔ (Continue) to continue.

Change leaving date

Change leaving date

Only the selected infotype records will be moved

✔ Continue   ✖ Back
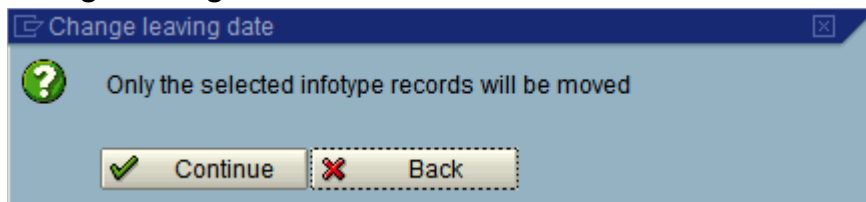
13. Click ✔ Continue .

Information

Information

ℹ Validity end date of existing records are moved

✔ ❓

14. Click ✔ (Continue) to continue.

Maintain HR Master Data

15. Click [A11] in the Period section.

16. Click the gray box to the left of [Organizational Assignment ✓] to select.

17. Click [icon] (Overview) for an overview of all actions associated with the ***Organizational Assignment*** infotype (0001).

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List Organizational Assignment

18. Click

to select. This will be the record for the incorrect start date.

19. Click ✎ (Change) to change the record.

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Change Organizational Assignment

20. Complete the following fields:

Field Name	R/O/C	Description
Start	R	Enter the corrected first day the employee is no longer employed. **Example:** 10/12/2006

21. Click (Enter) to validate the information.

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Change Organizational Assignment

⚠️ A warning message will appear in the status bar alerting you that the dates have changed for this record.

22. Click ✓ (Enter) to validate the information.

23. Click 💾 (Save) to save.

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List Organizational Assignment

24. Click (Back) to return to the previous screen.

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25. Click the [Time Recording] tab to select.

25.1 Perform one of the following:

If	Go To
The employee has a leave buyout.	Step 26
The employee does not have a leave buyout.	Step 34

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He wants

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26. Click the gray box to the left of to select.

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27. Click (Overview) for an overview of all actions associated with the ***Time Quota Compensation*** infotype (0416).

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List Time Quota Compensation

28. Select the record with the incorrect start date. For the example above, click

| | 9003 | 10/01/2006 | 10/01/2006 | 88.00000 | 0 | 31 | | 0.00 | | | ▲ |

 to select.

29. Click ✏ (Change) to change the record.

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Change Time Quota Compensation

30. Complete the following fields:

Field Name	R/O/C	Description
Start	R	Enter the last day the employee worked. **Example:** 10/11/2006

31. Click (Enter) to validate the information.

32. Click (Save) to save.

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List Time Quota Compensation

33. Click ![Back icon] (Back) to return to **PA30**.

34. You have completed this transaction.

![Information icon] Correct any other end dates if the infotype was listed on the change leaving date. (See step 9 in the procedure.)

Result

You have corrected the separation date of an employee.

Comments

None.

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